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12 May 1955

Cable Secretariat Work Simplification Projects

Fiscal Year 1957

1. Receipting Procedure

Devise a system which will provide for the preparation mechanically of receipts accounting for all CIA cables processed by the Cable Secretariat on a receipt form by copy number. The system must not be so complex as to interfere with or slow down the processing of cables and must provide for preparation of three-part receipt forms hourly to a maximum of seventy offices. (Mr. [REDACTED] in the Management Staff is working on this matter.)

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2. Cable Production Control

Devise a system which will provide mechanically the means of controlling internally (accountability and process while in the Cable Secretariat) of all cables processed. The system must not be so complex as to interfere with or slow down the processing of cables and must provide for establishing in one operation the means of control as well as a semi-permanent record of cables processed from each station by station and IN numbers. (Mr. [REDACTED] in the Management Staff is working on this matter.)

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3. Cable Sorting

Devise a system providing for the mechanical sorting of cables by office symbols. The system must not be so complex as to interfere with or slow down the processing of cables and must provide for the accurate and speedy sorting of cables not less than hourly for dissemination to not less than seventy offices within CIA. It would also be desirable that the system provide for the sorting of cable masters by cable number in order to expedite sorting for filing purposes within the Cable Secretariat.

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#### 4. Numbering of Cable Copies

Devise a system or method which will number mechanically and automatically cable copies in the reproduction process. Unless it is possible to devise this automatic numbering process, the effort to establish an automatic receipting procedure will meet with serious operational difficulty.

#### 5. Method of Reproduction

Devise a system of reproduction for cables which is non-contaminating to originators and to all others who must handle the cable form until delivered to the Cable Secretariat and which provides copies no less legible than hectograph. The system must not be so complex as to interfere with or slow down the processing of cables. (██████████t

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██████████ Acting Chief, Office of Logistics, Printing-Reproduction Division, is working on this matter and is considering an improved multilith process as well as dittolith.)

#### 6. Cable Format

Redesign the present cable format (Forms 12 and 12a) to eliminate the present "to - from" lines making provision for their inclusion in the space now located below the double lines. Also in revising the format, consideration is to be given to indicating in the left margin of the form the dissemination given the cable. By effecting these two changes, increased space will be provided for the text of the message, less typing will be required on the part of the originator, and the number of multiple-page cables can be reduced. A third factor to be considered in revising the form is to provide for easy identification on the OUT cable form those cables to be sent by fast pouch, and to provide for greater ease in effecting the necessary sterilization of such fast pouch cables for pouching.

As a further item to be considered in reviewing the form, consider die-impressing the dissemination symbols in the left margin of the form or using a die-impressed stick-on strip containing the dissemination symbols. The system would then provide for using a pencil to indicate dissemination to be effected. In the case of outgoing cables, this would obviate the necessity for placing the hectograph master in the typewriter.

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7. Typewriters

Consider the substitution of electric typewriters for the present manual typewriters in the Cable Secretariat Typing Section. The reduction in physical effort on the part of the typist with the resultant lessening of fatigue may provide for increased production per typist with the same or less effort on the part of the individual.

8. Work Measurement

Formulate a method of measuring the units of work produced by the Cable Analysts, Typists, Ditto Operators and Mail and File Clerks in order to establish, if feasible, work standards designed to ensure the most efficient utilization of personnel and schedules.

9. Personnel Evaluation

Institute a method of testing, appraisal and evaluation to improve the chances of selecting from among all Cable Secretariat personnel those with the greatest potential for advancement to Cable Analysts. (██████████  
██████████ Chief, Assessment and Evaluation Staff, Office of Training, is conducting a study of Cable Secretariat personnel in an effort to determine what action is possible in this regard.)

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